

St. Francis' Canossian College
Past Students' Association
9-13 Kennedy Road, Wanchai, Hong Kong

Guide for Alumni Manager Election (2015-2017)

I. Introduction

The Incorporated Management Committee of St. Francis' Canossian College (IMC) was set up on August 31, 2013. The members of the IMC comprise, inter alia, a representative of the alumni (the "Alumni Manager"). With the tenure of our present Alumni Manager Miss Jenny Ma drawing to a close by 31 August 2015, we are now in the process of arranging the election of one Alumni Manager for 2015-2017 who will sit in IMC meetings, manage the School and promote education.

This election guide outlines the procedures in accordance with the Education Ordinance, the IMC Constitution and the amended PSA Constitution for the election of alumni manager.

The election of alumni manager should be conducted by St. Francis' Canossian College Past Students' Association. Miss R. Lee, the Vice-principal, was assigned as the Returning Officer of Alumni Manager Election to monitor the nominations and supervise the issue of ballot papers and counting of votes.

II. Election

- a. The Alumni Manager will serve a term of 2 school years commencing from the date of Alumni Manager Certificate issuance, and ending on 31 August 2017. She is eligible for re-election to one consecutive term. The election of the Alumni Manager shall be conducted at a General Meeting under one vote per voter system. Each registered voter is entitled to cast one vote only. The details of the election of Alumni Manager (Election) are as follows:

Date: 18 July 2015 (Saturday)

Time: 10.00am

Venue: St. Francis' Canossian College, 9-13 Kennedy Road, Wanchai, Hong Kong

Voting will be conducted by secret ballot and each eligible voter shall come to the above venue in person to cast her vote.

- b. The results of the election shall be based on the returned ballot papers. The ballot papers will be set aside as invalid on the spot if indication of voter's identity on the ballot is to be found, and/or the ballot paper has not been marked properly. The voter will be required to produce her Hong Kong Identity Card or other identification documents acceptable to the Election Committee at the poll station.
- c. After casting her vote, a voter shall put the ballot paper into a designated ballot box as indicated at the poll station.

- d. The Returning Officer shall arrange the counting of votes, inviting past students, candidates and the Principal of St. Francis' Canossian College to witness the entire counting process and the announcement of result. The Chairperson of the Past Student Association and the Returning Officer shall be present to witness the counting.
- e. The candidate who receives the highest number of votes will be nominated as the Registered Alumni Manager of St. Francis' Canossian College.
- f. If two or more candidates receive the same number of votes, the Returning Officer or assigned personnel shall be authorized to conduct the drawing of lots to select the Alumni Manager.
- g. If only one valid registration for election is received on or before the expiration of the registration period, that candidate shall automatically be elected as the Alumni Manager.
- h. If no valid registration for election is received on or before the expiration of the registration period, the IMC shall nominate an alumnus who satisfies the eligibility requirements to become the Alumni Manager.
- i. Election result will be announced on the PSA web. Upon completion of election, all valid and invalid ballots will be sealed and signed by the Returning Officer into packets. Such packets will be kept for at least 6 months should there be a need for re-counting.
- j. All unelected candidates are eligible to appeal with valid reasons in writing within 7 days upon announcement of election result. The IMC will conduct investigation and notify the decision in writing to the respective candidates.

III.Voter registration

- a. If you wish to vote at the Election, you should register as a voter first. In order to be eligible to register as a voter, the following requirements must be satisfied:
 - You shall be an alumnus of St. Francis' Canossian College
 - You are over 18 years old on or before the date of election
- b. To register as a voter, please complete the attached voter registration form and return the original of the same to the Election Committee on or before 11 June 2015:

St. Francis' Canossian College, 9-13 Kennedy Road, Wanchai, Hong Kong
(Attention: Returning Officer, Alumni Manager Election 2015-2017)
- c. If you signed up as a voter before, you are not required to register again. You may contact the Past Student Association to check whether your records on the register are correct or not. You should inform the Past Student Association in case of any changes in voter's particulars.

IV. Candidate for Alumni Manager

- a. In order to be eligible to be a candidate for the Alumni Manager, the following requirements must be satisfied:
 - The candidate shall be an alumnus of St. Francis' Canossian College
 - The candidate has duly registered as a voter of the Election
 - In case the candidate has attained the age of 70 years, she has to produce a valid medical certificate certifying that she is physically fit to perform the functions of a manager
 - The candidate is not a current teaching staff of St. Francis' Canossian College
 - The candidate meets the registration requirements of managers set out in section 30 of the Education Ordinance
 - The candidate has obtained not less than 2 valid nominations from the alumni of St. Francis' Canossian College (collectively, the "Nominators") and those Nominators:
 - (i) are alumni of St. Francis' Canossian College
 - (ii) have duly registered as voters of the Election
- b. In order to register as a candidate, please complete the attached registration form for election (together with the required nominations); ensure the personal data provided is correct, and return the original of the same to the Returning Officer on or before 4 July 2015 by mail or in person:

St. Francis' Canossian College, 9-13 Kennedy Road, Wanchai, Hong Kong
(Attention: Returning Officer, Alumni Manager Election 2015-2017)
- c. Each nominated candidate should supply a brief statement of her personal information to the Returning Officer within 100 words to be uploaded onto the PSA web.
- d. Candidate may be required to produce proof of their eligibility of being a candidate. All submitted information will be verified by the Returning Officer. A candidate who knowingly and willfully makes a statement which is false in material or knowingly omits a material particular from the election-related documents shall be solely liable to disqualification for being a candidate and/or Alumni Manager.

V. Nomination

- a. Nomination will start after the IMC uploads the election criteria and procedures onto the PSA website. The IMC will only upload such criteria and procedure at least 30 days prior to the election day and upon receipt notification from the Education Bureau of Hong Kong (EDB) on the commencement of election. Nomination deadline is 14 days before election day. Candidates' information shall be uploaded on the PSA web at least 7 days before election day.
 - (i) Each alumnus who has duly registered as a voter may nominate herself or other alumni as candidate to run for the Alumni Manager and a maximum nomination of two candidates including herself is allowed. The nomination will be void if more than 2 names are stated on the Nomination Form
 - (ii) For self nomination, the candidate has to obtain no less than 2 other nominations from the alumni of St. Francis' Canossian College
 - (iii) A candidate nominated by other alumni (not self nomination) has to obtain one other nomination excluding her own nomination and the nominator
 - (iv) All candidates shall abide by the related Election Law
- b. Further information regarding the Election is available on the website of St. Francis' Canossian College Past Students' Association at www.sfcc.edu.hk/sfccpsa.
- c. For any enquiries, please contact St. Francis' Canossian College Past Students' Association by email at psa@mail.sfcc.edu.hk.

Education Ordinance

Provisions relating to Election of Alumni Managers

Section	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that –</p> <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • in making or in connection with any application – <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.
40AL	<ul style="list-style-type: none"> • For an IMC school, at least one alumni manager shall be provided.
40AP	<ul style="list-style-type: none"> • If the school is a bi-sessional school, the IMC or sponsoring body (as may be provided for in the constitution of the IMC) may recognise an alumni association for each session separately. • The IMC or sponsoring body may recognise one body of persons as recognised alumni association. The body of persons shall be recognised only when its constitution specifies the following items – <ul style="list-style-type: none"> (i) its membership is open to all alumni of the school; (ii) only the alumni of the school may elect or become office-bearers of the body; and (iii) the system of election is fair and transparent. • A recognised alumni association may nominate such number of persons for registration as alumni manager of the school as may be provided for in the constitution of the IMC of the school. • If no person is nominated, the IMC may nominate such number of persons for registration as alumni manager as may be provided for in its constitution. • A candidate must be an alumnus of the school. • A candidate must not be a teacher of the school.

Section	Content
40AU	<ul style="list-style-type: none"> <li data-bbox="320 199 1441 304">• The person who fills the vacancy of alumni manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
40AX	<ul style="list-style-type: none"> <li data-bbox="320 315 1441 528">• On the ground that a manager is not suitable to continue to hold office, the recognised alumni association of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the alumni manager.

Source: www.edb.gov.hk

Ethical Conduct Required in the Alumni Manager Election

Nomination of Candidates

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. Do not use or threaten to use force or duress to induce any person to stand or not to stand as a candidate, or to withdraw his candidature.
8. Do not induce by deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

Electioneering

1. Do not make any materially false or misleading statement of fact including but not limited to the character, qualifications or previous conduct of a candidate or candidates.
2. Do not take part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.
3. Do not state overtly or covertly the support of any person or organization in any campaign activities, especially in the campaign literature before written consent has been obtained.

Voting

1. Do not offer any advantage to induce any person not to vote at an election.
2. Do not offer any advantage to induce any person to vote or not to vote for a particular candidate at an election.
3. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's not voting at an election.
4. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's voting or not voting for a particular candidate at an election.
5. Do not use or threaten to use force or duress against any person for the purpose of influencing his or any other person's voting decision.
6. Do not induce by deception any person not to vote at an election.
7. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.

Source: www.edb.gov.hk

St. Francis' Canossian College
 Election of Alumni Manager (2015-2017)
 Time Line

Date	Work to be done						
Apr 18, 2015	Introduction of Alumni Manager Election (2015-2017) in PSA General Meeting						
May 11, 2015	Uploading of Voter Registration Form onto the PSA Webpage Commencement of voter registration						
Jun 4, 2015	Uploading of Guide for Alumni Manager Election (2015-2017) onto the PSA Webpage						
Jun 11, 2015	Deadline of voter registration						
Jun 18, 2015 (30 days before election)	Uploading of Registration and Nomination Forms for Election onto the PSA Webpage Commencement of candidate registration and nomination of election						
July 4, 2015 (14 days before election)	Deadline of candidate registration and nomination of election						
July 11, 2015 (7 days before election)	Uploading of candidates' information onto PSA Webpage						
July 18, 2015	Alumni Manager Election in PSA General Meeting <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">10.00am</td> <td>PSA General Meeting at SFCC Casting vote</td> </tr> <tr> <td style="text-align: center;">11.00am</td> <td>Counting of votes Campus tour</td> </tr> <tr> <td style="text-align: center;">12.00pm</td> <td>Announcement of the election result</td> </tr> </table>	10.00am	PSA General Meeting at SFCC Casting vote	11.00am	Counting of votes Campus tour	12.00pm	Announcement of the election result
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